

**25X1A**

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Three man-days were expended in rendering dactylological support to the Office of Personnel. Entrance-on-duty lectures and procedures were interpreted for a newly assigned deaf mute.

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Division officers continue to devote an average of one man-day a week to the ongoing security requirements for the [REDACTED] Building.

Two packages received in the mail were declared suspect. They were radiographed, inspected and declared safe. One package contained a replica of a Confederate \$20 bill and a package of double-edged razor blades. The other contained two silver key chains. Thirty-two suspect items have been processed by the Safety Branch since 1 January 1975.

The Chief, Safety Branch met with the Director and the Program Evaluator, Office of Federal Agency Safety Programs, Department of Labor, and with the Director of Safety, U.S. Department of State, and discussed topics of mutual concern relating to the Federal Safety Program.

Notices informing employees of the protection and obligations provided for in the Occupational Safety and Health Act and Executive Order 11807 were posted in all buildings in the Headquarters area. The notices were also provided to the Office of Personnel for posting in Personnel Field Offices.

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A one-week Safety Training Course was presented to members of the 1975 class of Security careerists at the [REDACTED].

Under the career development program, a Safety Officer attended a four-day course, "Machine Guarding and Accident Investigation," presented by the International Safety Academy in Orlando, Florida.

Support was provided to NPIC for an Intelligence Research Techniques Course from 3 - 14 November 1975. There were 15 students in the class, all with appropriate clearances; however, there were four non-Agency people in the group.

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During the month, assistance was rendered for the following activities:

1. A Retirement Information Seminar on 11, 13, 18 and 20 November 1975.
2. A visit by 7 State Department Fall Interns.
3. A visit by 65 individuals attending a JCS/DIA Orientation.
4. An Employee Art Exhibit "Open House" on 15 November 1975.
5. A visit by 26 students from the National War College.
6. A visit by 58 students and faculty members of the Foreign Affairs Executive Seminar.
7. A conference of the Brookings Institute on 14 November 1975.
8. A visit by Dr. J. Bowyer Bell presenting a lecture in the Headquarters Auditorium.
9. A visit by Intelligence Community members for a Survey of Intelligence Information Systems Course.
10. A visit by 150 members of the District of Columbia Political Science Association.
11. A visit by 53 American University students.

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PhySD Monthly Report for NOVEMBER 1975 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-76</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>55</u>	<u>305</u>
Overseas Violations Correlated	<u>17</u>	<u>104</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>8</u>	<u>40</u>

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4. SAFETY

Safety Surveys	<u>0</u>	<u>22</u>
Special Safety Inspections	<u>8</u>	<u>28</u>
Accident Investigations	<u>1</u>	<u>8</u>
Accident Reports Processed	<u>49</u>	<u>239</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>2</u>

PhySD Monthly Report for NOVEMBER 1975 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-76</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>2</u>	<u>43</u>
Safety Literature Distributed	<u>0</u>	<u>23,108</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>9</u>
Support Actions	<u>33</u>	<u>150</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>63</u>	<u>124</u>
Man-days on Domestic TDY	<u>37</u>	<u>212</u>
Total Man-days on TDY	<u>100</u>	<u>336</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>14</u>	<u>131</u>
Man-days in External Training	<u>7</u>	<u>37</u>